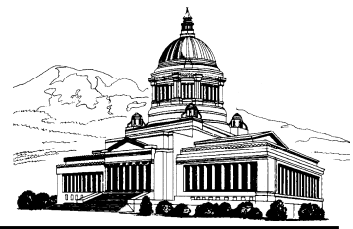


State of Washington
Joint Legislative Audit and Review Committee (JLARC)



**EXEMPT PART-TIME POSITION ANNOUNCEMENT
ADMINISTRATIVE TECHNICIAN**

The Joint Legislative Audit and Review Committee (JLARC) is recruiting to fill an exempt, part-time (30 hours per week), Administrative Technician position in Olympia. All JLARC staff are employed at the pleasure of the Committee, under the direction of the Legislative Auditor.

The Joint Legislative Audit and Review Committee (JLARC) is a bipartisan, general oversight committee made up of 16 legislators, evenly divided between the House and Senate, as well as the two political parties. Its statutory authority is established in RCW 44.28. Committee staff, under the direction of the Legislative Auditor, carry out performance audits, program evaluations, sunset reviews, and other policy and fiscal studies on behalf of the legislature and citizens of Washington State. The Committee makes recommendations to improve state government performance and to correct problems it identifies and also follows up on these recommendations to determine how they have been implemented.

This position will provide administrative staff support to JLARC to fulfill the requirements in EHB 1069 passed in the 2006 Legislative Session. This bill creates a seven-member Citizen Commission for Performance Measurement of Tax Preferences and directs JLARC to provide clerical, technical, and management personnel to serve as the Commission's staff. The Commission will meet at least once a quarter, but may hold additional meetings at the call of the Chair or by a majority vote of Commission members.

TYPICAL DUTIES

Independently perform a variety of complex and routine administrative tasks to provide clerical support to JLARC and the Commission. Typical duties include:

- Provides word processing and desktop publishing, as well as proofing and editing assistance associated with the production of reports, report presentations, general correspondence, and meeting notices and agendas;
- Creates and maintains databases that are used in connection with studies;
- Uses software applications such as Microsoft Access and Excel to compile, compute, and assemble data in support of reports, studies, and surveys. Performs simple computer inquiry programming and report generation. Prepares tables, charts, and graphs as required;
- Arranges facilities for meetings, coordinates notification of meeting participants of meeting schedules, and maintains meeting files and meeting calendar;
- Prepares and organizes meeting packets and presentation handout materials for meetings;
- Creates overheads and other documents for report presentation;
- Ensures mailing of meeting agendas, meeting packets, and other correspondence;
- Attends meetings as requested; records and/or take notes of proceedings;
- Provides general office support functions such as the processing of incoming and outgoing office mail, answering telephones, receiving and referring visitors, filing, photocopying, and faxing.

QUALIFICATIONS

Successful applicants will have the ability to:

- Work independently with minimal supervision using a high degree of initiative and judgment, and to work both individually and in a team environment;

- Anticipate and develop plan for administrative projects and ensure work is completed on time;
- Work effectively under pressure, such as meeting tight time schedules for JLARC and Commission meetings;
- Professionally represent JLARC and Commission members and staff in all communications with auditees, legislators, and the general public;
- Operate personal computers, copiers, and applicable telephone system;
- Compile and maintain data using spreadsheets, databases, and records management systems; and
- Correctly apply current grammar and punctuation rules, spell accurately, and proofread and edit own material as well as material produced by other staff.

EDUCATION AND EXPERIENCE

High school graduate with one year of college in office procedures or business school course work in office procedures (college course work may be substituted with two years of general office experience). Three years office administrative staff support or secretarial experience, (federal, state, municipal, and/or private non-profit experience desirable). General knowledge of the legislative process is helpful.

Proficiency in the use of Microsoft Word, Microsoft Access, Microsoft PowerPoint, Microsoft Excel, or comparable programs, is required.

SALARY

Salary commensurate with experience and qualifications, with an overall range of \$2200 to \$3500 per month.

APPLICATION PROCEDURE

Applicants should submit a letter of interest, current resume or state Application for Employment form, and three references. Applications should be mailed, emailed, or faxed to:

Curt Rogers, Administrative Coordinator
Joint Legislative Audit and Review Committee
506 16th Avenue SE
Olympia, WA 98501-2323
Fax: 360.786.5180
Email: Rogers.curt@leg.wa.gov

Application Deadline: No later than 4:30 p.m., June 30, 2006.

SELECTION PROCESS

The above materials will be reviewed, and the top candidates will be selected for one or more interviews. A test in each of the software packages mentioned in this announcement will be administered.

June 2006

The state of Washington actively supports diversity in the workplace and is an equal opportunity employer. For assistance or alternative formats, please contact Curt Rogers at (360) 786-5188; e-mail: rogers.curt@leg.wa.gov or TDD at 1-800-635-9993.